



**MINUTES**  
**Rate Structure Work Group Meeting**  
**Friday August 12, 2022 / 10:00AM - 12:00PM**  
**Held via: Zoom Webinar**

**Attendance:** Laurie Vachon, BDS Facilitator; Jen Doig, BDS Facilitator; Christy Roy, BDS Facilitator; Abby Conger, BDS; Drew Smith, A&M; Krista Stephani, Myers and Stauffer; Lesley Beerends, Myers and Stauffer; Jacquelyn George, Myers and Stauffer; Kim Shottes, ED Plus Company; Martin McNamara, Optumas; Ellen McCahon, ED CSNI; Matthew Cordaro, ED One Sky Services; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways; Kara Nickulas, CMCC; Alecia Ortiz, A&M; Stacey Rosenzweig, A&M; Susan Silsby, Easter Seals

*Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.*

Topic	Key Takeaways & Action Items
<b>Cost Report Availability</b>	<ul style="list-style-type: none"> <li>Myers and Stauffer (MSLC) worked with the Department to upload the cost report and an FAQ document to the BDS site on August 1. <ul style="list-style-type: none"> <li>Training videos have also been uploaded, and MSLC is working to upload two videos (Supported Employment and Staffed Residential) which were not originally uploaded.</li> </ul> </li> <li>Providers can also find cost report instructions on the MSLC website or can email MSLC to request a copy of the cost report.</li> <li>The cost report was emailed to known provider vendors and Area Agencies (AA's).</li> <li>Training sessions are scheduled for August 26 and September 1.</li> <li>MSLC encourages questions to be sent to <a href="mailto:NHCostReport@mslc.com">NHCostReport@mslc.com</a>.</li> <li>A provider notified MSLC of a functionality issue with the case management tab. MSLC can assist providers in correcting the issue if they email the abovementioned email address.</li> </ul>
<b>Bureau of Labor Statistics (BLS) Information</b>	<p><b><u>Overview of Occupation Codes from BLS</u></b></p> <ul style="list-style-type: none"> <li>BLS data is used to confirm the direct support professional (DSP) wages reported in the cost reports.</li> <li>The DSP wage is the “base” for the reimbursement rate calculations.</li> <li>BLS data is used to benchmark the following:</li> </ul>

- Education requirements for DSPs;
- Experience requirements for DSPs;
- DSP job responsibilities;
- Sufficient hourly wages;
- Regional pay difference.
- MSLC presented a rate structure example with **example calculations only** to demonstrate how a rate is built using information informed by the cost reports and BLS data.
  - **Example data used in the presentation does not reflect actual information obtained from New Hampshire's provider system.**
- As the Rate Work Group reviews the BLS occupation codes, it is important to think about the DSPs who provide each service included in the cost report project. Rate Work Group members should consider if the BLS description:
  - Meets the education and experience requirements required of DSPs;
  - Addresses the responsibilities required of the DSP on a "normal" work day;
  - Fits the description of the DSP who provides a specific service.
- MSLC discussed that the BLS Occupation Codes presented during this Work Group represent those that are commonly used to set home and community-based services (HCBS) rates.
  - There is not a specific code for DSPs. The Work Group may suggest "blending" two codes together to better reflect DSPs in New Hampshire. This is something that many states do when setting rates.
  - There are many more codes the Rate Work Group can review if needed.
  - The codes shown to the Rate Work Group during this meeting represent the majority of those which fit a typical DSP description.
  - Other job codes will be evaluated for non-DSP positions like those positions which involve therapy or supervisory components.
- Optumas reviewed the BLS job codes which are typically used in setting HCBS rates. BLS information can be found here: [https://www.bls.gov/oes/current/oes\\_stru.htm](https://www.bls.gov/oes/current/oes_stru.htm).
- It is not the expectation that all services will be covered by one BLS code.

#### **Work Group Discussion- Occupation Codes from BLS**

- Several Work Group Members voiced needing time to review and think about the information provided. More information from MSLC was requested in order to share this with peers and providers for input.

- Work Group Members also stated that DSPs provide very individual-specific supports and voiced concern about how this would be addressed.
- At least one Work Group Member suggested that the Home Health and Personal Care Aide codes are the most similar to what most DSPs do in New Hampshire, although there are some tasks in the other codes presented that may be valuable to review.
- Work Group Members discussed that DSPs have been historically undervalued and the rates need to be sufficient to be able to hire and pay people.
- A Work Group Member noted that while they may agree to whichever BLS codes are chosen, they may not agree with the calculated rates.
  - MSLC noted that once we confirm BLS codes, we may need to look at averages and quartiles to better inform a sufficient rate for New Hampshire.

#### **Work Group Member Questions and Answers**

- Question: When you say think about "DSPs" for each service included in the cost report, are we trying to pick one or several BLS occupation codes that will cover and go across all DSPs? Or are we going to have several different base rates that we are coming up with?
  - MSLC Response: Generally what happens is that we may start with the same base rate from the BLS data, but because of cost report information specific to a service, the base rate may change. The DSP position is not necessarily going to be different for every single service. We will be talking about this in this meeting and the next. We are presenting generally common BLS codes, and this will be an ongoing conversation.
- Question: Can MSLC send out these slides and ask specific questions on what you want Rate Work Group Members to glean from these codes?
  - MSLC Response: Yes, and we will send a template for you to fill out to help us understand which codes are a best fit for services in New Hampshire.
- Question: Are these really the codes that are the "best fit" for services? I just want to make sure we are being comprehensive.
  - MSLC Response: For DSP codes, these represent the codes that the majority of states use for HCBS. As far as the DSPs, this list is probably all you need. You could browse through descriptions if you don't think these categories fit.
- Question: If I supervise just residential staff and I look at the codes you presented, could I take one code and say it aligns with about 50% of their duties, a second code and it aligns with 25% and a third code and it aligns with 25%. Is this what you are looking for?
  - MSLC: Yes. This is exactly the kind of information that would be helpful.

	<ul style="list-style-type: none"> <li>• Question: Should we be thinking about competitors? <ul style="list-style-type: none"> <li>○ MSLC Response: We will be looking at comparison points based on wages paid historically. BLS information is New Hampshire specific but it gives us other information on regional differences so we can consider that when calculating a rate.</li> </ul> </li> <li>• Question: How often is BLS data updated? <ul style="list-style-type: none"> <li>○ MSLC Response: Annually. We will be looking at 2021 data. It won't include the most recent changes in worker's compensation data, but that is where we will use the cost report data to fill in this information. We will also look at market conditions too when calculating the rates.</li> </ul> </li> <li>• The Workforce Committee has been talking about levels of DSPs. But where does this come into play for setting rates? <ul style="list-style-type: none"> <li>○ MSLC Response: We are still thinking through how this may be applied. As we discussed, we could look at averages and different quartiles and as the career path extends, we could increase the quartile. But how much and how exactly this looks, we cannot say at this point.</li> </ul> </li> <li>• Is there a code for a mental health worker? <ul style="list-style-type: none"> <li>○ MSLC Response: Yes, we would recommend the psychiatric aide BLS code.</li> </ul> </li> <li>• Should I be thinking about how providers are paid (i.e. DSPs v. contracted home care providers) or does this not matter at this point? <ul style="list-style-type: none"> <li>○ MSLC Response: For the BLS work, we need to think about provider duties. In the cost report, we separate out contractors so we consider any of these factors if needed when looking at cost report data.</li> </ul> </li> <li>• Are we putting in a factor to account for days/overnight staff/weekends? <ul style="list-style-type: none"> <li>○ MSLC response: This is not necessarily something we use BLS codes for, but we would consider this for different rates of pay. We will use cost report information to determine differences in pay for overnight/weekend shifts.</li> </ul> </li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• We will continue the discussion of the DSP wage during the next meeting.</li> <li>• To prepare, review the information presented today and provide us with feedback on which Occupation codes related to the DSP for each service your organization provides. MSLC will send out a template and information for your use in completing this task.</li> <li>• Work Group Members asked about timelines to test rates and when rates would be implemented. They also asked about how costs are being calculated for DAADS, case management, and FMS. Lastly Members asked if there would be consideration to grandfather providers in to current rates already being paid. <ul style="list-style-type: none"> <li>○ MSLC indicated they did not have answers to these questions today but will continue working with the Department to provide answers to these questions.</li> </ul> </li> </ul>